

## **CHPOA General Meeting Minutes – Meeting via Zoom (recorded by Al Soulier)**

*Board members in attendance:* Jeff Wright, Catherine Perez, Bill Evans, Erskine Alvis, George Higgins, Lane Webster, David Scanga

*Property manager present:* Al Soulier

*Board members absent:* none

*Residents in attendance:* none

The meeting was called to order at 7:03 pm.

Jeff Wright motioned to approve the agenda. Erskine Alvis seconded. Motion approved unanimously.

### **Residents Forum**

No members present

### **Review/Approval of Minutes**

No minutes to approve. The board contemplated the reasons for this pattern.

### **Unfinished and New Business**

George Higgins discussed proposed website upgrades, including ways to decrease online payment fees. George Higgins also informed the board of changes to CD investment strategy. The board debated how to manage parcel delivery boxes, before referring the matter to the AC committee. Committee mission statements had all been completed except for the nominations committee. The committee plans to have one soon. Erskine Alvis updated the board on retreat action items.

### **Property Managers Report**

See addendum.

### **Committee Reports**

*Architecture* (Jeff Wright): See addendum.

*Documents Review* (George Higgins): See addendum.

*Finance Committee* (George Higgins): See addendum.

*Maintenance Committee* (Bill Evans): See addendum.

*Community Activities* (Tara Pressley): Did not meet.

*Communications* (George Higgins): See addendum.

*Nominations* (Jeff Wright): Did not meet.

The next meeting will be March 5, at 7:00 pm.

Bill Evans motioned to adjourn the regular session. Erskine Alvis seconded. The motion passed unanimously. The regular session ended at 8:08 pm.

### **Addendum**

## **Property Manager's Report** January 3, 2026 - February 2, 2026

### **Architectural**

- Processed applications (see AC report). No meeting this month.

### **Communications**

- Reviewed work by Jack Parker regarding the development of the new website design. Discussed with George Higgins. Provided feedback. - Attended the January 5th meeting of the committee.
- Two new residents joined the listserv.
- Community emails and announcements distributed (via PM email and/or listserv):
  - January 10th. Community announcement regarding Book Group meeting. Advised community to look for, and report, any broken utility boxes (internet/fiber cable). Announced the names of the newly elected board officers.
  - January 22nd. Shared information from the town of emergency services in advance of the approaching ice storm.
  - January 24th. Announced that the Book Group meeting was being cancelled due to the impending ice storm.
  - January 28th. Assessment reminder to the community. February board meeting announcement and invitation, zoom link, etc.

### **Community Activities**

- No meeting this month.

### **Documents Review**

- No meeting this month.

### **Financial**

- Hosted the Finance Committee meeting on Zoom on January 20th. - Reviewed and submitted the 2026 contract for the property manager to the Finance Committee.
  - Both checks and electronic payments are coming in at a normal rate. As of January 30th, 149 owners out of 236 have paid their 2026 dues (\$43,806). Late interest charges begin March 1st. Thirty-one percent of payments are made electronically. Of the checks received, most are dropped off in the CHPOA dropbox. A smaller percentage are mailed in. A reminder email was sent to property owners (see above).
- A new 12 month CD was opened on January 30th through Edward Jones (see below).
- Working on end of year accounting. Should be ready to present to the Finance committee within a week or two.
- Reviewing internal policies.
- Financial review scheduled for February 19th.

Account balances (1/31/26)

Truist Checking: \$ 30,434.72  
 Truist Money Market: 5,695.34  
 Edward Jones CD (mat 3/25/26, 4.15%) 25,000.00  
 Edward Jones CD (mat 6/26/26, 4.35%) 25,000.00  
 Edward Jones CD (mat 9/30/26, 3.75%) 25,000.00  
 Edward Jones CD (mat 2/05/27, 3.75%) 15,000.00  
 Edward Jones Money Market 260.13  
 Edward Jones Insured Bank 0.00  
 Cheddar Up: 15,188.20  
 Quickbooks Checking: 10.00

**Maintenance**

- Hosted Maintenance Committee meeting on Zoom January 20th. - Will arrange meeting with our landscaper later this month to review prior year work and plan for this season's work.
- Dynamic Electric repaired the broken floodlight at the entrance (\$411.32) - I am still collecting estimates for repair work on the sign and landscaping. Although I have reached out to two contractors there have been no response to requests for the repairs thus far; likely due to the winter season and weather. We have entered into a subrogation agreement with our insurer, State Farm. Per the claims rep, we have two years from the time of the accident (12/16/25) to submit estimates and

invoices for repair.

### **Nominations**

- No meeting this month

### **Miscellaneous**

- Mission statements: All mission statements have been received except for Nominations committee and the Board.
- Attended the Board meeting on January 8th.
- Attended the Board Retreat on January 17th. Purchased coffee and snacks for the retreat. Provided notes to the Board on the retreat discussions and initiatives. General comments from the Board indicated a successful retreat and discussion. The Board seemed to appreciate the venue and may want to continue to use this space for future retreats or community meetings (Hillsborough United Church of Christ. Worship space rental: \$150.00).

### **On Going Activities**

- The Property Manager attends all meetings of the CHPOA Board and its committees. If the meeting is held on Zoom, he provides hosting services. If he is unable to attend a meeting, he will provide adequate notice to the President or committee chair in order for alternative arrangements to be made. The Property Manager is an ex-officio (voting) member of all CHPOA committees.
- The Property Manager is the CHPOA contact for the landscaper and other contractors.
- The Property Manager investigates and responds to owner comments/complaints/violation reports.

*Submitted by Al Soulier, Property Manager, CHPOA, February 2nd, 2026*

## **Architectural Committee**

The committee did not meet in January 2026. All items handled via email.

### 1. Applications:

- 2705 Brick Hearth Dr. (playground set) approved.
- 2705 Brick Hearth Dr. (deck) approved.
- 2705 Brick Hearth Dr. (front porch) approved.
- 2705 Brick Hearth Dr. (gutter guards) approved.

### 2. Post Construction reviews:

- 2605 Sweet Gum Dr (roof and gutter replacement) approved
- 407 Patriot Place (roof and gutter replacement) approved.
- 409 Patriot Place (Patio) approved.
- 301 County Seat Drive (pad for boat) approved.
- 2705 Brick Hearth Dr. (playground set) approved.
- 2705 Brick Hearth Dr. (deck) approved.
- 2705 Brick Hearth Dr. (front porch) approved.
- 2705 Brick Hearth Dr. (gutter guards) approved.

## **Maintenance Committee**

The Maintenance Committee met on January 20th following the Finance Committee Zoom call.

The committee discussed priorities for the upcoming year. Among the projects were:

Evaluating possible installation of gutters, downspouts, and water collection at the park shelter.

Continued limbing of trees in the common areas.

Meeting with landscape company to evaluate past years' service and give direction for improvements in the current year.

Any and all suggestions are welcome from the Board and CHPOA residents.

Bill Evans